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UNITED STATES GOVERNMENT

# Memorandum

TO : Director of Training

DATE: 28 December 1965

FROM : Chief, Intelligence School

SUBJECT: Weekly Report of Intelligence School Activities No. 42  
21 - 27 December 196525X1A  
25X1C

1. On 24 December, at the request of WE Division, Larry [ ] briefed [ ] on Agency functions. The briefing was given in a downtown hotel.

2. The Orientation and Briefing Faculty has completed all arrangements for the CT Introduction to Intelligence Course that will run from 10 through 21 January in Room 803.

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3. During the week of 20 December arrangements were made with PO/TR to assign [ ] to the Clerical Training Faculty as an instructor. [ ] will report for duty at 16th Street early in January [ ] a former OTR careerist, was Gen. Carter's secretary; since his departure she has had interim assignments in Headquarters Building.) 25X1A

4. Most of the members of the Clerical Training Faculty are on annual leave during the weeks of 20 and 27 December. The heavy clerical training load during the summer months makes it impossible to grant leave during that period.

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NO CHANGE IN CLASS. ☐☐ DECLASSIFIED

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